



Cabinet Advisory Panel - School Organisation

Time and Date

4.00 pm on Wednesday, 27th February, 2013

Place

Committee Rooms 2 and 3, Council House

Public Business

1. **Apologies and Substitutions**
2. **Election of Chair**
3. **Declarations of Interest**
4. **Proposed Expansion and Changes to Admission Numbers for 12 Primary Schools for September 2014: Determination of Statutory Notices** (Pages 3 - 64)

Report of the Director of Children, Learning and Young People

5. **Any Other Items of Public Business**

Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.

Private Business

Nil

Bev Messinger, Director of Customer and Workforce Services, Council House Coventry

Tuesday, 19 February 2013

Note: The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services Officer - Tel: 024 7683 3065 E-mail: michelle.salmon@coventry.gov.uk

Membership: Councillors Fletcher, M. Mutton, Sweet and Williams, John Brook, Helen Hutchings, Jayne McHale, Graham Robinson, Janet Rowe, Dilys Skinner, and Ruth Williamson

By Invitation: Councillor Kershaw – Cabinet Member (Education)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

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Cabinet Advisory Panel - School Organisation
Cabinet

27th February 2013
5th March 2013

Name of Cabinet Member:
Cabinet Member (Education) – Councillor Kershaw

Director approving the report:
Director of Children, Learning and Young People

Ward(s) affected:
All

Title:
Proposed Expansion and Changes to Admission Numbers for 12 Primary Schools for September 2014: Determination of Statutory Notices

Is this a key decision?

Yes

This matter affects more than 2 electoral wards and financial implications in excess of £500,000 in one year.

Executive summary:

Following the report to Cabinet on 11th December 2012 on the responses to the consultation which had taken place to expand up to 20 primary schools, statutory notices were published on 17th January 2013 setting out proposals to increase the admission numbers for 12 primary schools with effect from September 2014. Cabinet Advisory Panel (School Organisation) is asked to consider the proposal for Wyken Croft and the representations received and make a recommendation to Cabinet on how the Statutory Notice should be determined. The recommendation from the Cabinet Advisory Panel (School Organisation) meeting is submitted to the Cabinet meeting on 5th March 2013. Cabinet is asked to consider the proposals for all 12 schools, the representations received and the recommendation from Cabinet Advisory Panel (School Organisation) and determine the statutory notices for each of the 12 primary schools.

Recommendations:

- (1) Cabinet Advisory Panel (School Organisation) is asked to consider the proposal to expand Wyken Croft Primary School and the three representations received and make a recommendation to Cabinet on how the proposals in the Statutory Notice of 17 January 2013 should be determined.
- (2) Cabinet is asked to approve the proposals summarised in the statutory notices of 17 January 2013 for all 12 schools subject to the granting of planning permission, taking into account the recommendations of the Cabinet Advisory Panel (School Organisation) following their consideration of representations on 27 February 2013 regarding Wyken Croft School.

List of Appendices included:

Appendix 1 – Consultation – original consultation document

Appendix 2 - Statutory Notices for 12 schools proposed for expansion

Appendix 3 – Objections received to Statutory Notices and Local Authority responses

Appendix 4 – Decision Makers Guidance

Background papers:

None

Other useful documents

11 December 2012 Report to Cabinet on the Consultation to Expand 12 Primary Schools for 2014.

Has it or will it be considered by scrutiny?

No

Has it, or will it be considered by any other council committee, advisory panel or other body?

No.

Will this report go to Council?

No.

Report title:

Proposed Expansion and Changes to Admission Numbers for 12 Primary Schools for September 2014: Determination of Statutory Notices

1. Context (or background)

1.1 Following the report to Cabinet on 11th December 2012 detailing the responses to the consultation that had taken place to expand 20 primary schools, statutory notices were published on 17th January 2013 outlining changes to increase the admission numbers for 12 primary schools with effect from September 2014. The original consultation document is attached at appendix 1 and the statutory notices published on January 17th 2013 at appendix 2.

1.2 The table below lists the 12 schools proposed for expansion and the recommended increases in the admission capacity from September 2014.

School	Proposed Additional Year R Places for September 2014
Aldermoor Farm	30
Broad Heath*	30
Clifford Bridge*	30
Coundon	30
Corpus Christi Catholic	30
Frederick Bird*	30
Moat House**	15
Hollyfast	30
Little Heath	30
Park Hill	15
Whitley Abbey	30
Wyken Croft	30
Total	330

Notes:

* 30 emergency places were added to these schools in September 2012 and this will continue for September 2013.

** 15 emergency places were added to this school in September 2012 and this will continue for September 2013.

1.3. At its meeting on 11th December 2012, Cabinet also deferred a decision in relation to the 8 remaining primary schools including Ernesford Grange whose reception class was also increased by 30 places for one year only in September 2012.

2. Options considered and recommended proposal

2.1. During the representation period from 17th January to 15th February 2013, objections were received regarding one of the statutory notices. Three objections were received in regard to the proposal to increase Wyken Croft School.

2.2. The Cabinet Advisory Panel (School Organisation) was established to hear any objections to statutory notices and make a recommendation to the Cabinet as to how the notice should be

determined. A briefing note from the Cabinet Advisory Panel (School Organisation) meeting held on 27th February 2013 will be available for the Cabinet meeting containing their recommendations concerning the schools for which objections have been received.

2.3. Cabinet is asked to determine the statutory notices for all 12 schools taking into account the recommendations of the Cabinet Advisory Panel (School Organisation) in respect of those proposals for which objections have been received.

2.4. Department for Education guidance for decision makers is included at appendix 4. Decisions that the Cabinet may make are:

- Reject the proposals
- Approve the proposals
- Approve the proposals with a modification
- Approve the proposal subject to them meeting a specific condition

Reasons must be given for the decisions.

3. Results of consultation undertaken

3.1. The responses to the consultation to extend 20 schools were set out in the 11th December 2012 report to Cabinet.

3.2. Responses have been received to 1 of the 12 statutory notices that were published on 15th January 2013 and these were considered by the Cabinet Advisory Panel (School Organisation) on 27th February 2013.

3.3. Details of the objections received and officer's responses to them are provided in appendix 3 of this report.

4. Timetable for implementing this decision

4.1 The timetable for completing the consultation and determination process is set out below. It highlights the need to complete the decision making process within this timeframe in order to ensure decisions regarding changes to admission numbers in time for the allocation of school places for September 2014 and ensure that detailed design work and building work is not wasted and can be completed in time for the start of the school year in September 2014.

Date	Activity
5th March 2013	Cabinet meeting for decision
15 th March 2013	Decision implemented (subject to any call in)
March 2013	Scrutiny coordination decision (if called in)
April 2013	Beginning of 4 weeks for Governing Bodies to appeal against decisions
May 2013	End of 4 weeks for Governing Bodies to appeal against LA decisions
June 2013	Appeals sent to School Adjudicator, if Governing Bodies appeal, then allow 6 weeks for a decision
August 2013	Admission number to be published for application process which begins in September 2014.
September 2013	Admission numbers to be finalised if Schools Adjudicator has to decide on any appeals.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications [update based on 5 Year Capital Programme data]

5.1.1 The expansion programme will be funded from a combination of future basic need capital grant from the Department for Education (DfE), and underspent resource from previous years. The level of capital allocations for 2013/14 and beyond remains unclear. An announcement for the 2013/14 financial year is expected in February 2013. DfE has advised that at a national level the overall annual basic need allocation will remain broadly in line with the previous two years' annual allocations of £800 million. On that basis we have assumed that the basic need capital grant for 13/14 and 14/15 will be at the same level as 12/13. The anticipated overall spend profile and programme resourcing is shown in the following table:

	2013/14	2014/15	2015/16	Total
	£m	£m	£m	£m
Estimated Cost	14.0	11.8	2.0	27.8
Resourcing:-				
Government Grant*	8.0	6.7	2.0	16.7
Corporate Resources	5.3	4.7	0.0	10.0
Section 106 Contributions	0.7	0.4	0.0	1.1
TOTAL RESOURCES	14.0	11.8	2.0	27.8

*Includes the full 2013/14 and 2014/15 anticipated government allocations and partial 2015/16 allocation.

Notes:

1. Proposed expenditure based on tendered work and estimated costs based on an average cost of £2.5m per scheme; a reduction of 16.6% on the average cost achieved on previous programmes.
2. Figures do not include any DfE allocation for condition grant in 2013/14 but may need to be called upon in future years.
3. Assumes that the 2013/14, 2014/15 Basic Need allocations are broadly in line with 2012/13 i.e. £5.2 million
4. Assumes no supplementary Basic Need allocations in future years as received in 2012/13 i.e. £4.3million

5.1.2 The above table, including assumptions made about the future level of funding, is consistent with the Primary School Expansion Programme presented in the corporate five year capital programme (Budget Setting report to Council, 26th February 2013).

5.1.3 Of the corporate funding totalling £11.3m, £10.0m is within the CLYP capital programme and is assumed in the schemes referred to in this report. This level of corporate funding is built into the existing CLYP five year capital programme (February 2012).

5.1.4 Funding for VA Schools

It is assumed that Voluntary Aided (VA) schools will be funded from the LEA (Local Education Authority) Co-ordinated Voluntary Aided Programme (LCVAP). This will need to be reviewed in more detail once the funding for 2013/14 is known. VA schools are however unable to reclaim VAT on expenditure. Discussions are ongoing to agree a contribution from the CLYP capital programme towards this and the 10% that Governors would otherwise have to fund for the additional accommodation needed to provide the new classrooms for the extra pupils. A contribution of £1m has been allowed for in the above costs for the former, but there is currently no provision for any further contributions.

5.2 Legal implications

5.2.1 The City Council has a statutory duty under Section 14 of the 1996 Education Act to provide sufficient school places. The consultation and determination arrangements meet the requirements of The Education and Inspection Act 2006 and The School Organisation (Prescribed Alterations to maintained Schools) (England) Regulations 2007 (as amended). Failure to comply with these statutory requirements would leave us unable to expand school places as required and subject to action by DfE. In determining the proposal the local authority may: a) reject the proposal; b) approve the proposal without modifications; c) approve the proposal with such modifications as the authority think desirable; or d) approve the proposals subject to meeting a specific condition. If the local authority decide to determine the proposal with modifications, they would be required to consult the governing body before doing so (unless the modifications were proposed by the governing body). Any determination by the local authority must be made within 2 months from the end of the representation period. Where the local authority fail to make a determination within 2 months of the representation period the decision must be referred to the adjudicator. The local authority must notify their decision to prescribed persons including any objector to the proposal.

5.2.2 The public sector equality duty under Section 149 of the Equalities Act 2010 imposes on decision makers when carrying out any of its functions to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations across all of the protected characteristics (which as relates to education are disabilities, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation). "Due regard" requires more than just an awareness of the equality duty. It requires demonstration of a rigorous analysis by the public authority decision maker.

6. Other implications

6.1 How will this contribute to achievement of the council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?

Local Authorities have a statutory duty to ensure sufficient school places are available to meet local needs. The implementation of the extensions set out in the Statutory Notices would increase the places for reception pupils by 330 for September 2014 admissions and therefore enable the City Council to fulfil its legal obligations.

6.2 How is risk being managed?

Provision of sufficient school places is included on the Corporate Risk Register. Officers regularly (weekly) review the position in relation to admissions to ensure that there are sufficient places to meet demand. A design team has been appointed to progress the design of five of the extensions needing to be completed by September 2014. The Wyken Croft expansion scheme will be managed by the Education Funding Agency (EFA) as part of their Priority School Building

Programme. Subject to approval of the Statutory Notices, a further design team will be appointed to progress the design of the remainder of the schemes.

6.3 What is the impact on the organisation?

Schools and officers will form part of the partnering teams together with the design teams and contractors to develop the designs and construction of the schools to be extended, remodelled or replaced.

6.4 Equalities / EIA

The proposed changes to extend schools and increase admission numbers aims to ensure that all Coventry children have access to education in accordance with their needs. Any revised accommodation changes and admission arrangements take into account the provisions of the Equality Act 2010 in the context of their possible impact on equal opportunities.

6.5 Implications for (or impact on) the environment

The DfE are reviewing their policy on all primary school major new building and refurbishment projects valued at over £500,000 to achieve at least a very good BREEAM rating (Building Research Establishment Environmental Assessment Method). Areas of measurement are management, energy use, health and wellbeing, pollution, transport, land use, ecology, materials and water. The authority plans to continue with the principles for these schemes.

6.6 Implications for partner organisations?

The development of the building designs will consider the potential for community use of the facilities.

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Expanding Primary Schools for 2014 and beyond

Consultation

15 October 2012 to 16 November 2012

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Expanding Primary Schools for 2014 and beyond

Foreword

This consultation document describes why Coventry City Council believes that it needs to provide additional primary school places in the city for September 2014 and which schools it proposes to expand to enable them to provide for more pupils. At this stage, only primary schools need to be expanded. There are currently sufficient secondary school places available for forecast pupil numbers over the next five years.

The proposals described in this document are for you to comment on, and for you to respond to, either to officers or to elected members of the City Council. We want to achieve the best education possible for all Coventry's children, families and the wider community. The City Council is determined that decisions about the organisation of education in Coventry are taken locally after extensive consultation and considering carefully all your observations and comments. We welcome your views on the City Council proposals for changes to primary school provision.

The last date for receipt of questionnaires or responses to these proposals is **16th November 2012**.

Please respond to the online survey at:

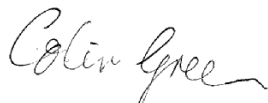
<http://www.coventry.gov.uk/increasingschoolplaces>

Or send responses to:

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Director of Children, Learning and Young People's Directorate

October 2012

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Expanding Primary Schools for 2014 and beyond

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Expanding Primary Schools for 2014 and beyond

1. Introduction

1.1. Increasing Numbers

The new 2011 population estimate, based on the 2011 Census, gives an indication that Coventry is continuing to grow. The population of the city in 2011 is estimated to be 316,900 (The 2011 Census based mid year population estimate, Office for National Statistics), which is about 5% higher than it was in 2001. This ten year growth rate is slightly lower than the average for England and Wales. Coventry has experienced population growth particularly in the last five years; indications are that Coventry's growth rate was higher than the national average in the period 2006 – 2011.

The Office for National Statistics 2011 interim population projections based on recent population estimates and the 2011 Census estimate that, *if the recent strong upward trends were to continue at their current rate*, Coventry would have 364,300 residents in 2021 and up 420,000 by 2033. In particular, early years numbers are rising quickly because of increasing births and because families with young children have been moving into the City.

In addition to this, a number of housing projects are underway that will directly impact on the numbers of school places required. A list of potential housing projects is listed in Appendix 1.

The City Council has a statutory duty under Section 14 of the 1996 Education Act to provide sufficient school places for all pupils who require them.

To meet this rising pressure on school places a total of 615 additional places across 28 schools have already been created since 2008. These include an additional 120 planned expansion places that were made available for September 2012 across 5 schools. Despite this work, it is noted that there is continued pressure particularly in the areas to the north and east of the City Centre, in areas with a high density of housing and served by a number of schools operating on constrained sites.

The latest set of data produced for the Department of Education's (DFE) 2012 School Capacity Collection (SCAP) indicates that considerable pressure on reception places will continue over the coming years. Forecasts indicate that the number of reception pupils are expected to peak in 2014/15 at approximately 4,500 compared with a current Published Admission Number (PAN) of 4,380. Beyond 2014/15 reception numbers are expected to 'level out' at approximately 4,470 per annum. A further 345 permanent reception pupil places will therefore be needed by September 2014 (this allows for a 5% planning margin to enable a reasonable degree of parental preference to be exercised). This is the equivalent a further 12 one form entry (FE) schools. Current City Council policy is to extend existing primary schools.

We are therefore consulting on the **principle of expanding** some of the schools listed in Table 1. This may be achieved through a number of ways, including; utilising existing accommodation, phasing the expansion over a number of years, temporary modular units or building permanent extensions or new blocks on the school sites. Not all of the schools will be expanded; there will be options available within each planning area and consideration will be given to the outcome of this consultation before any final decisions are made.

The schools identified for possible expansion are therefore as follows (by Planning Area as shown at Appendix 2):

Table 1: Options for Primary School Expansion by Planning Area

School	Planning area	Existing PAN*	Additional reception places	New PAN*	Comments
Broad Heath	1B	60	30	90	Temp arrangement for 2012
Frederick Bird	1C	90	30	120	Temp arrangement for 2012
Little Heath	2A	30	30	60	
Moat House	2B	45	15	60	Temp arrangement for 2012
Potters Green	2B	60	30	90	
Wyken Croft**	2B	90	30	120	
Aldermoor Farm	3	60	30	90	
Clifford Bridge	3	30	30	60	Temp arrangement for 2012
Corpus Christi	3	30	30	60	
Ernesford Grange	3	60	30	90	Temp arrangement for 2012
Pearl Hyde	3	45	15	60	
Sowe Valley	3	30	30	60	
Walsgrave CE	3	60	30	90	
Whitley Abbey	4	30	30	60	
Mount Nod	8	45	15	60	
Park Hill	8	45	15	60	
St Christopher	9A	60	30	90	
Coundon	9B	60	30	90	
Hollyfast	9B	60	30	90	
Keresley Grange	9B	45	15	60	
TOTALS		1,035	525	1,560	

*PAN – Published Admission Numbers

** Wyken Croft proposed to be rebuilt under Coventry's Priority Schools Building Programme with a PAN of 120.

NOTES

1. Five of the schools proposed for permanent expansion currently have temporary arrangements in place to allow them to have accepted additional reception pupils for 2012 only – Broad Heath, Frederick Bird, Moat House, Clifford Bridge and Ernesford Grange.

2. Only 345 of the potential 525 additional reception places identified in Table 1 are required. This will be sufficient for future reception cohorts and also include a 5% planning margin.

1.2. Growth in Early Years Numbers

Between January 2008 and January 2012, the total number of Early Years pupils (4 age groups, 0-1, 1-2, 2-3 and 3-4 year olds) increased from 16,549 to 18,726, an increase of

2,177 (13%). Table 2 shows the growth in the numbers of Early Years children since January 2008.

Not all of the children recorded by the Primary Care Trust (PCT) require a school place in Coventry maintained primary schools. In recent years those applying for a Coventry primary school place have equated to between 92 and 95% of the PCT Early Years numbers.

Table 2: Early Years Children, by Age, January 2008 to January 2012

Year	Age in Years in Academic Year 2011/12				Total 0 to 4
	0 to 1	1 to 2	2 to 3	3 to 4	
January 2008	4287	4177	4017	4068	16549
January 2009	4597	4400	4205	4054	17256
January 2010	4476	4669	4391	4205	17741
January 2011	4770	4494	4659	4384	18307
January 2012	4712	4830	4538	4646	18726

Source: Coventry Primary Care Trust (number children living in Coventry registered with a Coventry GP)

The January 2012 figures show an overall increasing trend in the numbers of Early Years children from 3-4 years to 0-1 years. This indicates that the number of reception year pupils will continue to rise at least until 2014/15.

1.3 Additional Reception Class Places Required for September 2014

Table 3 below compares the number of pupils with the PAN for the period 2010 – 2016.

Table 3: Reception Class Capacity and Pupil Numbers: numbers September 2010 to September 2016.

1. Year	2. Published Admission Numbers	3. Pupils in Reception	4. Surplus / Deficit Places
September 2010	4,080	3,881 ¹	199 (4.9%)
September 2011	4,290	4,061 ¹	229 (5.3%)
September 2012	4,515 ³	4,326 ²	189 (4.2%)
September 2013	4,380	4,219 ²	161 (3.7%)
September 2014	4,380	4,512 ²	-132 (-3%)
September 2015	4,380	4,476 ²	-96 (-2.2%)
September 2016	4,380	4,472 ²	-92 (-2.1%)

NOTES:

¹ Actual Numbers from January School Census

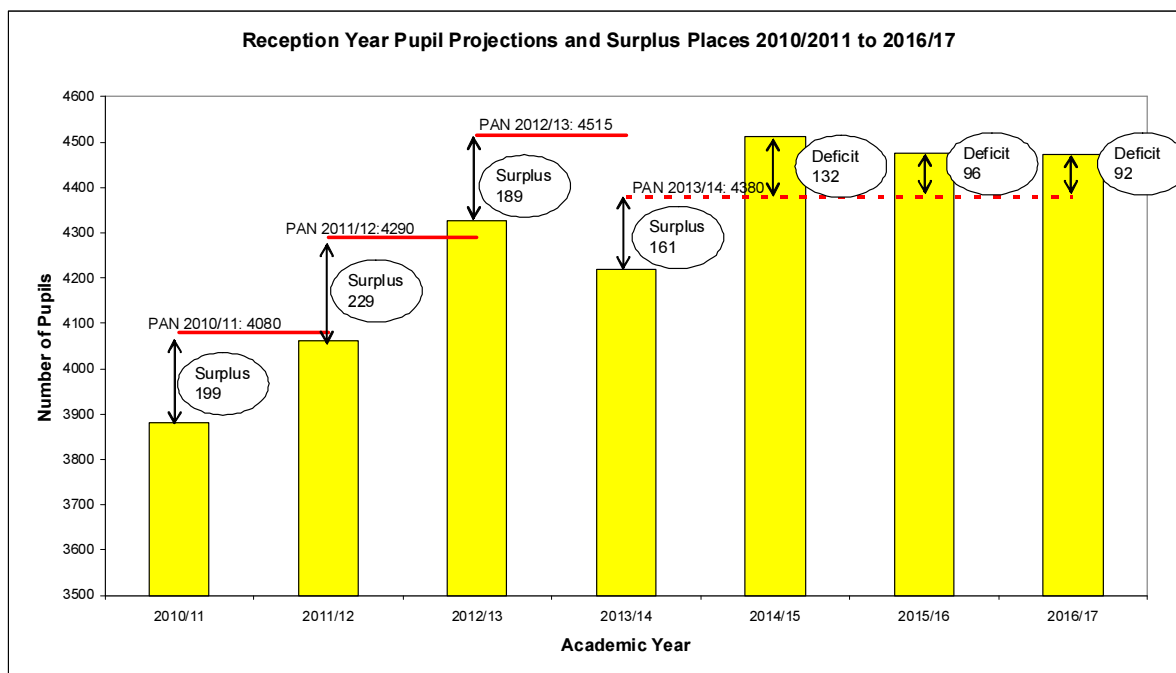
² Forecast Numbers

³ Includes 135 temporary places for September 2012 ONLY

During the period 2010 to 2012, an average planning margin of 4.8% is maintained. By September 2014, there is forecast to be an actual shortfall of 132 Reception places.

The graph in Table 4, illustrates the difference between forecast reception numbers and capacity for the period 2010 to 2016.

Table 4: Level of surplus places on a year by year basis for reception pupils.



2. Distribution of School Places and Schools that have already expanded

The pressure on existing school places is not evenly distributed across the City.

The City's 85 primary schools are grouped in thirteen planning review areas. The planning areas are based broadly on primary catchment areas and physical boundaries, such as major roads and railways. The planning areas are shown in Appendix 2.

To ensure viability of schools the minimum size for a primary school in Coventry is one form of entry or 30 pupils per year.

The greatest pressure for reception class places are in primary planning areas 1A, 1B, 1C, 2A, 2B, 2C, 3, 4, 8 and 9B. Schools in these areas have already been or are being extended for September 2008, 2009, 2010, 2011 and 2012 but the numbers of children in these areas are increasing further and additional places will be necessary (refer to Table 5). The majority of schools in these areas are already at maximum capacity because of limited site size and infrastructure.

Table 5: Pupils by Planning Area, 2014

Planning Area		PAN 2012	PAN 2014	Year R 2014	Deficit (-) or Unfilled Places 2014
1A	North	270	270	281	-11
1B	North Central	420	390	425	-35
1C	Central	435	405	515	-110
2A	North East (West)	480	480	440	40
2B	North East (East)	435	420	424	-4
2C	East Central	120	120	145	-25
3	East	675	615	625	-10
4	South East	150	150	158	-8
5&6	South	375	375	332	43
7	South West	75	75	65	10
8	West	345	345	373	-28
9A	West Central & North West (West)	420	420	401	19
9B	North West (East)	315	315	328	-13
Grand Total		4515 (1)	4380 (2)	4512 (3)	-132

NOTES

1. Included a temporary increase in the PAN at five schools for September 2012 only.
2. Excludes a temporary increase in the PAN from the five schools temporarily expanded in September 2012.
3. No planning margin included in projections. 4,512 places required to meet expected demand.

3. Proposals for Increasing Primary School Places for 2014.

It is proposed to create an additional 345 reception places for September 2014 admissions.

All the proposals to increase the planned admission numbers relate only to the year of entry, that is the reception class.

This new admission number will remain with that cohort of children throughout the school. It will also be the new admission number for annual admissions into the reception year group for future years.

Published admission numbers in pre-existing older year groups will remain unchanged. The schools proposed for potential additional places are listed in Table 6 below.

Table 6: Summary Table of Options to Increase Reception Class Places for 2014 by Planning Area

School	Planning area	Existing PAN*	Additional reception places	New PAN*	Comments
Broad Heath	1B	60	30	90	Temp arrangement for 2012
Frederick Bird	1C	90	30	120	Temp arrangement for 2012
Little Heath	2A	30	30	60	
Moat House	2B	45	15	60	Temp arrangement for 2012
Potters Green	2B	60	30	90	
Wyken Croft**	2B	90	30	120	
Aldermoor Farm	3	60	30	90	
Clifford Bridge	3	30	30	60	Temp arrangement for 2012
Corpus Christi	3	30	30	60	
Ernesford Grange	3	60	30	90	Temp arrangement for 2012
Pearl Hyde	3	45	15	60	
Sowe Valley	3	30	30	60	
Walsgrave CE	3	60	30	90	
Whitley Abbey	4	30	30	60	
Mount Nod	8	45	15	60	
Park Hill	8	45	15	60	
St Christopher	9A	60	30	90	
Coundon	9B	60	30	90	
Hollyfast	9B	60	30	90	
Keresley Grange	9B	45	15	60	
TOTALS		1,035	525	1,560	

*PAN – Published Admission Numbers

** Wyken Croft proposed to be rebuilt under Coventry's Priority Schools Building Programme with a PAN of 120.

4. Proposals by Planning Areas

Planning Area 1B: Proposal to Provide an additional 30 Places

Broad Heath Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 from September 2014 which would provide an additional 30 places per year.

Temporary arrangements are in place (for September 2012) to increase the admission number for Reception classes by 30 places.

Subject to the outcome of this consultation the intention would be to provide a permanent extension to the existing buildings that were completed in September 2009 for September 2014.

In order to accommodate the additional 30 pupils accepted as part of the intake into Reception in 2012, an additional classroom will be available for September 2013 to allow the school to facilitate the 2012 Reception intake at 90 moving through to Year 1 in 2013.

Planning Area 1C: Proposal to Provide an additional 30 Places

Frederick Bird Primary School

The proposal is to increase the admission number for the reception class from 90 to 120 from September 2014 which would provide an additional 30 places per year.

The school currently provides 90 places per year group. For September 2012 admissions ONLY it was agreed to allocate up to an additional 30 reception places at the school in order to meet local demand.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 2A: Proposal to Provide an additional 30 Places

Little Heath Primary School

The proposal is to increase the admission number for the reception class from 30 to 60 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 2B: Proposal to Provide an additional 75 Places

Moat House Primary School

The proposal is to increase the admission number for the reception class from 45 to 60 which would provide an additional 15 places per year.

The school currently provides 45 places per year group and a 26 place nursery class. The site also houses a Children's Centre. Moat House School and Castlewood Broad Spectrum SEN Primary School share a car park and some ancillary areas.

Subject to the outcome of this consultation, the intention would be to remodel the existing building to accommodate the additional pupils, possibly by utilising the accommodation originally funded by the New Deal for Communities to accommodate the additional 15 pupils per year.

For September 2012 admissions ONLY it was agreed to allocate up to an additional 15 reception places at the school in order to meet local demand.

Wyken Croft Primary School

Wyken Croft Primary School was built in the early 1950's, is therefore approaching the end of its life and is in urgent need of being replaced.

The school currently provides 90 places per year group. Subject to this consultation and the concurrent consultation on increasing the maximum size of primary schools in the city from 3FE to 4FE, it is proposed to increase the intake to 120 places per year group.

Funding has already been secured as part of Coventry Priority Schools Rebuilding Programme funded directly through the Government to replace the school by 2014 / 2015.

Potters Green Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 which would provide an additional 30 places per year.

The school currently provides 60 places per year group and a 26 place nursery class.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 3: Proposal to Provide an additional 195 Places

Aldermoor Farm

The proposal is to increase the admission number for the reception class from 60 to 90 for September 2014 which would provide an additional 30 places per year.

The school currently provides 60 places per year group and a 26 place nursery class.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Clifford Bridge Primary School

The proposal is to increase the admission number for the reception class from 30 to 60 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation the intention would be to both utilise the existing school buildings with some minor modifications to accommodate the additional pupils and potentially provide some purpose built accommodation as an extension to the school building.

For September 2012 admissions ONLY it was agreed to allocate up to an additional 30 reception places at the school in order to meet local demand.

Corpus Christi Catholic Voluntary Aided Primary School

The proposal is to increase the admission number for the reception class from 30 to 60 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Ernesford Grange Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 from September 2014 which would provide an additional 30 places per year.

In 2008, the school underwent internal remodelling to provide an additional 15 places per year and removed the half for of entry going from 45 places per year to 60 places per year.

For September 2012 admissions ONLY it was agreed to allocate up to an additional 30 reception places at the school in order to meet local demand.

Subject to the outcome of this consultation the intention would be to provide a permanent extension to the existing buildings for September 2014. In order to accommodate the additional 30 pupils accepted as part of the intake into Reception in 2012, a permanent classroom will be provided for September 2013 to allow the school to facilitate the 2012 Reception intake at 90 moving through to Year 1 in 2013.

Pearl Hyde Primary School

The school provides for 45 pupils per year group and the proposal would be to increase the number to 60 places per year, thereby eliminating the half form of entry and creating an additional 15 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Sowe Valley Primary School

The proposal is to increase the admission number for the reception class from 30 to 60 for September 2014 which would provide an additional 30 places per year.

The school currently provides 30 places per year group.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Walsgrave CE Primary School

The school provides for 60 pupils per year group and the proposal would be to increase the number to 90 places per year creating an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 4: Proposals to Provide an additional 30 Places

Whitley Abbey Primary School

The proposal is to increase the admission number for the reception class from 30 to 60 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school. The school shares the site with Alice Stevens Special School which is proposed to be co-located as a new SEN Broad Spectrum School with Ernesford Grange School and Community College in 2014/15 as part of Coventry's Priority Schools Building Programme.

Planning Area 8: Proposals to Provide an additional 30 Places

Mount Nod Primary School

The school currently provides for 45 pupils per year group and the proposal would be to increase the number to 60 places per year, thereby eliminating the half form of entry and creating an additional 15 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Park Hill Primary School

The school currently provides for 45 pupils per year group and the proposal would be to increase the number to 60 places per year, thereby eliminating the half form of entry and creating an additional 15 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 9A: Proposals to Provide an additional 30 Places

St Christopher Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Planning Area 9B: Proposals to Provide an additional 75 Places

Coundon Primary School Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Hollyfast Primary School

The proposal is to increase the admission number for the reception class from 60 to 90 for September 2014 which would provide an additional 30 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

Keresley Grange Primary School

The school provides for 45 pupils per year group and the proposal would be to increase the number to 60 places per year, thereby eliminating the half form of entry and creating an additional 15 places per year.

Subject to the outcome of this consultation, the intention would be to provide a solution to this site which may include remodelling of the existing building or providing modular or a traditionally built extension to the school.

5. Capital Funding

The cost of providing an additional 12FE (345 places) is estimated at approximately £36million based upon recently completed extension projects. The additional 30 places at Wyken Croft would be funded as part of the Priority School Building Programme, reducing the overall cost to approximately £33million.

Coventry would expect the Department for Education (DfE) to allocate further capital grant in the future but the level of that funding is not yet known and remains subject to the outcome of the James Review. This was launched by Government and will deliver recommendations on how to allocate capital funding for education. Until the outcome of this is known, we are only able to budget on a year by year basis.

The priority for the use of future capital funding will be the provision of sufficient school places to ensure that all of Coventry's children can be offered a school place. It is the Council's statutory duty to provide school places for all of Coventry's children.

6. Varying Determined Admission Arrangements for September 2013

Under Section 14 of the 1996 Education Act, the City Council has a statutory responsibility to provide sufficient places for pupils in the city. The position for September 2012 admissions was extremely tight. As a result, a number of additional 'emergency' reception places were established for September 2012 because the demand for places was likely to exceed supply in certain parts of the city:

- Broad Heath Primary from 2FE to 3FE (+30 Places)
- Clifford Bridge Primary from 1FE to 2FE (+30 places)
- Ernesford Grange Primary from 2FE to 3FE (+30 Places)
- Moat House Primary from 1.5FE to 2FE (+15 places)
- Frederick Bird Primary from 3FE to 4FE (+30 places)

Legally with such short notice we can only make a temporary change that is for September 2012 only. This has been confirmed by the Office of the Schools Adjudicator. To increase the size of these 5 schools on a permanent basis will require formal consultation and Cabinet approval.

In the interim it will be necessary to vary the admission numbers of these 5 schools for September 2013, as these have already been determined by the City Council. **Your views on extending the temporary admission arrangements agreed for September 2012 to September 2013 are therefore also sought.**

7. Next Steps

7.1. Consultation

Consultation is taking place from 15th October 2012 to 16th November 2012 and copies of this consultation document are available for reference from all primary schools, all public libraries and on the City Council's web site. In addition the following people will be consulted:

At the schools subject to the proposals.

The governing body, teachers and other staff, families of children at those schools,

At any other schools that may be affected by the proposals.

The governing body, teachers and other staff, families of children at those schools

Others

- Trade unions who represent staff
- Appropriate diocesan authorities or the relevant faith group where proposals are likely to affect a school which has a particular religious character
- Ward councillors and MP's whose constituencies include the schools or whose constituents are likely to be affected by the proposals
- Early Years Strategic Partnership
- Any other local authorities possibly affected by the proposals,
- Those who benefit from a contractual arrangement giving them use of the premises and such other persons as appear to be appropriate.

The indicative timetable for the consultation and decision process is below:

Timetable for Consultation and Decision Meetings for September 2014 proposals

Schedule 2012	Activity
09 October 2012	Report to Cabinet to consider proposals and approve consultation
15 October 2012 to 16 November 2012	Consultation - 4 weeks (including an allowance for Half Term)
DATES & TIMES (see appendix 3)	Consultation meetings with staff, governors and parents in the schools with proposed changes to Admission Numbers: Consultation with trade unions: Trade Union Strategic Group
16 th November 2012	End of consultation period
11 th December 2012	Report to Cabinet on the outcome of the consultation.
3 rd January 2013	Publish Statutory Notices
3 rd January – 31 st January 2013	Representation period – 4 weeks
31 st January 2013	End of period to register objections / support
To be arranged February 2013	Cabinet Advisory Committee for School Organisation Proposals: considers any objections made in response to the Statutory Notices
5 th March 2013	Report to Cabinet
To be arranged To end March 2013	4 week period for Governing Bodies to appeal to Local Authority
To be arranged April 2013	Send proposals to Schools Adjudicator

7.2. Consultation Meetings

In addition to receiving this consultation document, meetings have been arranged with parents, staff and governors of the schools where changes for 2014 Admission Numbers are proposed. The dates of these meetings are given in Appendix 3 and are publicised through individual school letters to parents, school websites and www.coventry.gov.uk

The consultation period ends on 16th November 2012.

7.3. Response to Consultation

The views of parents/carers, school staff, governors, community organisations, professional associations and any other interested parties will be reported to the City Council's Cabinet.

7.4. Statutory Notices

Statutory Notices are required for a proposed enlargement of the premises of a school which would increase the physical capacity of the school by:-

- a) more than 30 pupils; and
- b) by 25% or 200 pupils (whichever is the lesser).

The proposals that the Council's Cabinet decides to implement will become the subject of 'Statutory Notices' which will be published in the local press. Anyone who wishes to object to, or comment on, any of these proposals may register their views within four weeks of the Statutory Notice being published.

The published proposals, and any comments submitted in response to them will be considered by the Cabinet Advisory Committee. The Council's Cabinet will make the decision taking into account any comments from the Advisory Committee.

The governing body of a community school that is proposed for expansion may appeal to the Local Authority within 4 weeks of the Local Authority's decision. On receipt of an appeal the Local Authority must then send the proposals, and the comments and objections received, to the Office of the Schools Adjudicator within one week of the receipt of the appeal.

If you require further information about this document or the consultation process please contact:

Ashley Simpson
Capital Programme and Strategic Planning Manager
Children, Learning and Young People's Directorate
Civic Centre 1
Coventry City Council
New Council Offices
Earl Street
Coventry CV1 5RS

Email address: IPPConsultation@coventry.gov.uk

Appendix 1

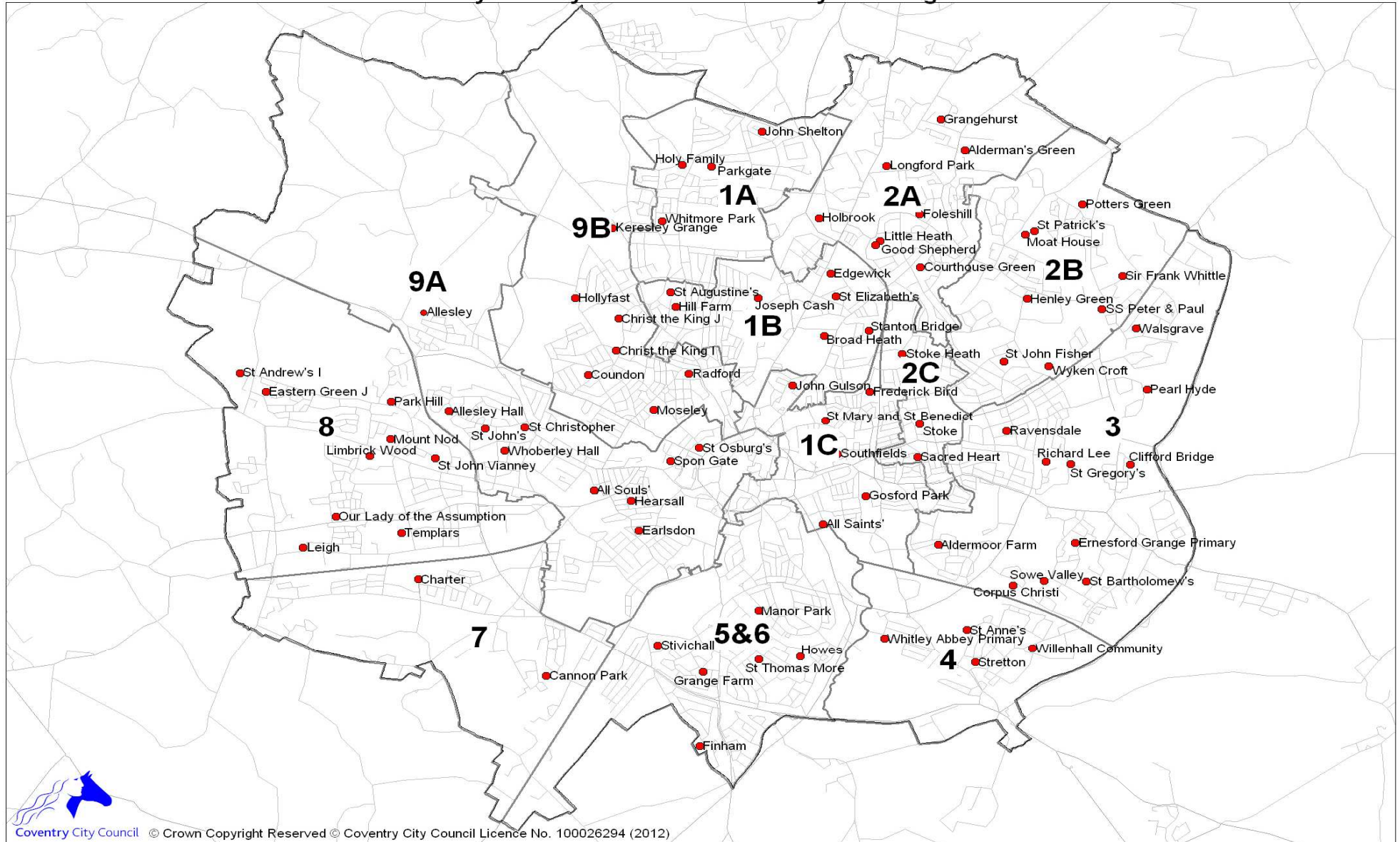
List of potential housing projects 2012 to 2017

Name	Total Capacity of Site	Complete	Outstanding	Time Frame
Peugeot Site	1168	441	727	5 years
Banner Lane	1065	635	430	5 years
New Century Park Marconi	381		381	5 years
Former Jaguar site, Browns Lane	174	31	143	5 years
Paragon Site	450		450	5 years
Acetate	400		400	5 to 10 years
Canley Regeneration	701		701	10 years
Wood End and Bell Green NDC Areas	2383	154	2229	10 to 20 years

Note:

These figures are projected and are based on current applications to Coventry City Council's Planning Team at the time of writing (Autumn 2012).

Coventry Primary Schools and Primary Planning Areas



Appendix 3

Schedule of meetings

School	Address	Meeting date	Times
Corpus Christi Catholic	Langbank Avenue , CV3 2QP	15.10.12	Staff 3.30 to 4.30 Parents 6.00 to 7.00
Wyken Croft	Wyken Croft Rd, CV2 3AA	15.10.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Clifford Bridge	Coombe Park Rd, CV3 2PD	16.10.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Sowe Valley	Princethorpe Way, CV3 2QX	16.10.12	Staff 3.30 to 4.30 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Broad Heath	Hanford Close, CV6 5DP	17.10.12	Staff and Governors - 2.15 to 3.15 Parents 3.30 to 4.30
Coundon Primary	Forfield Rd , CV6 1FQ	17.10.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Keresley Grange	Waste Lane, CV6 2EH	17.10.12	Staff 3.45 to 4.45 Parents 5.00 to 6.00 Governors 6.00 to 7.00
Ernesford Grange Primary	Foxton Rd , CV3 2HN	18.10.12	Staff 4.00 to 5.00 Governors 6.00 to 7.00 Parents 7.00 to 8.00
Aldermoor Farm	Acorn St, CV3 1DP	22.10.12	Parents 2.15 to 3.15 Staff and Governors 3.30 to 4.30
Little Heath	Spring Rd , CV6 7FN	22.10.12	Staff 3.30 to 4.30 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Walsgrave (CofE)	School House Lane , CV2 2BA	23.10.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Hollyfast	Hollyfast Rd , CV6 2AH	24.10.12	Staff 3.30 to 4.30 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Moat House	Deedmore Rd, CV2 1EQ	25.10.12	Staff 3.45 to 4.45 Parents 5.00 to 6.00 Governors 6.00 to 7.00
Mount Nod	Greenleaf Close , CV5 7BG	25.10.12	Staff 3.30 to 4.30 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Potters Green	Ringwood Highway , CV2 2GF	25.10.12	Staff and Governors 3:30 to 4.30 Parents 6 to 7
Pearl Hyde	Dorchester Way, CV2 2NB	6.11.12	Staff and Governors 3.45 to 4.45 Parents 5.00 to 6.00
St Christopher	Allesley Old Road , CV5 9JG	6.11.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Whitley Abbey	Ashington Grove, CV3 4DE	6.11.12	Staff and Governors 4.15 to 5.15 Parents 5.30 to 6.30
Frederick Bird	Swan Lane , CV2 4QQ	7.11.12	Staff 3.30 to 4.30 Governors 5.00 to 6.00 Parents 6.00 to 7.00
Park Hill	Lower Eastern Green Lane , CV5 7LR	7.11.12	Staff 3.45 to 4.45 Governors 5.00 to 6.00 Parents 6.00 to 7.00



Statutory Notice Proposed School Expansions

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Coventry City Council intends to make prescribed alterations to the following community primary schools from 01 September 2014:

- 1 Aldermoor Farm Primary School, Acorn Street, Coventry, CV3 1DP, to expand to become a 3 form entry school with an admission number of 90 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 90 pupils. The current capacity of the school is 420 and the proposed capacity will be 630. The current number of pupils registered at the school is 367. The current admission number for the school is 60 and the proposed admission number will be 90.
- 2 Broad Heath Primary School, Hanford Close, Coventry, CV6 5DP to expand to become a 3 form entry school with an admission number of 90 from 1st September 2014. The expansion will move through the school until by 1st September 2018* every year in the school will have an admission number of 90 pupils. The current capacity of the school is 420 and the proposed capacity will be 630. The current number of pupils registered at the school is 417. The current admission number for the school is 60 and the proposed admission number will be 90.
- 3 Clifford Bridge Primary School, Coombe Park Road, Coventry, CV3 2PD, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2018* every year in the school will have an admission number of 60 pupils. The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 209. The current admission number for the school is 30 and the proposed admission number will be 60.
- 4 Coundon Primary School, Forfield Road, Coventry, CV6 1FQ, to expand to become a 3 form entry school with an admission number of 90 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 90 pupils. The current capacity of the school is 420 and the proposed capacity will be 630. The current number of pupils registered at the school is 420. The current admission number for the school is 60 and the proposed admission number will be 90.
- 5 Frederick Bird Primary School, Swan Lane, Coventry, CV2 4QQ, to expand to become a 4 form entry school with an admission number of 120 from 1st September 2014. The expansion will move through the school until by 1st September 2018* every year in the school will have an admission number of 120 pupils. The current capacity of the school is 630 and the proposed capacity will be 840. The current number of pupils registered at the school is 630. The current admission number for the school is 90 and the proposed admission number will be 120.
- 6 Hollyfast Primary School, Hollyfast Road, Coventry, CV6 2AH, to expand to become a 3 form entry school with an admission number of 90 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 90 pupils. The current capacity of the school is 420 and the proposed capacity will be 630. The current number of pupils registered at the school is 382. The current admission number for the school is 60 and the proposed admission number will be 90.
- 7 Little Heath Primary School, Spring Road, Coventry, CV6 7FN, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 60 pupils. The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 204. The current admission number for the school is 30 and the proposed admission number will be 60.
- 8 Moat House Primary School, Deedmore Road, Coventry, CV2 1EQ, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2018* every year in the school will have an admission number of 60 pupils. The current capacity of the school is 315 and the proposed capacity will be 420. The current number of pupils registered at the school is 304. The current admission number for the school is 45 and the proposed admission number will be 60.
- 9 Park Hill Primary School, Lower Eastern Green Lane, Coventry, CV5 7LR, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 60 pupils. The current capacity of the school is 315 and the proposed capacity will be 420. The current number of pupils registered at the school is 307. The current admission number for the school is 45 and the proposed admission number will be 60.
- 10 Whitley Abbey Primary School, Ashington Grove, Coventry, CV3 4DE, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 60 pupils. The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 200. The current admission number for the school is 30 and the proposed admission number will be 60.
- 11 Wyken Croft Primary School, Wyken Croft, Coventry, CV2 3AA, to expand to become a 4 form entry school with an admission number of 120 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 120 pupils. The current capacity of the school is 630 and the proposed capacity will be 840. The current number of pupils registered at the school is 625. The current admission number for the school is 90 and the proposed admission number will be 120.

*Temporary arrangements increasing the schools' intake have been in place since September 2012.

Education and Inspection Act 2006 – Notice under sections 19 (3)

The Governing Body of Corpus Christi Catholic Primary School intends to make a prescribed alteration to Corpus Christi Catholic Primary School, a voluntary aided primary school.

1. Corpus Christi Catholic Primary School, Langbank Avenue, Coventry, CV3 2QP, to expand to become a 2 form entry school with an admission number of 60 from 1st September 2014. The expansion will move through the school until by 1st September 2020 every year in the school will have an admission number of 60 pupils. The current capacity of the school is 210 and the proposed capacity will be 420. The current number of pupils registered at the school is 207. The current admission number for the school is 30 and the proposed admission number will be 60.

PLEASE NOTE THE PROPOSALS FOR EACH OF THE 12 SCHOOLS LISTED IN THIS NOTICE ARE NOT RELATED TO ONE ANOTHER. SHOULD ANY INDIVIDUAL PROPOSAL NOT BE APPROVED THE REMAINING PROPOSALS WILL BE UNAFFECTED

This Notice is an extract from the complete proposals.

Copies of the complete proposals are available online at: www.coventry.gov.uk/primaryschoolplaces or may be obtained direct either from Mr Ashley Simpson, Civic Centre 1, Coventry City Council, Earl Street, Coventry, CV1 5RS or requested via email: JPPConsultation@coventry.gov.uk

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposals by sending them to Mr Ashley Simpson, Civic Centre 1, Coventry City Council, Earl Street, Coventry, CV1 5RS or by email to: JPPConsultation@coventry.gov.uk

Signed: Christopher T West
Director of Finance and Legal Services

Dated 17th January 2013

Objections to Statutory Notices with Local Authority replies.**WYKEN CROFT PRIMARY SCHOOL****Email Objection 1****From:****Sent:** 23 January 2013 15:13**To:** IPPConsultation**Subject:** Proposed Primary School Expansions - Objection

I refer to the Statutory Notice in the Coventry Telegraph dated 17th January 2013.

I would like to make the following comments and put my concerns forward against the expansion of Wyken Croft Primary School.

I would like to start off by asking why local residents have not been consulted about these proposals.

I live at _____ and I am a direct neighbour to the school and already experience significant traffic problems at certain times of the day (and in the evenings and at weekends when there are functions/events). There is considerable congestion and parking problems with the existing volume of traffic caused primarily by children being dropped off/picked up. I already have to avoid leaving my home and arriving back at the house at certain times and I am often faced with vehicles parked across my drive way.

With a third growth in the number of pupils (630 - 840) and this being such a large increase, I know there will definitely be a considerable increase in the volume of traffic, people as well as cars, and I know this will further affect the local residents in regard to an increase in: traffic congestion; traffic noise, parking problems; vehicle emissions; plus more potential traffic accidents; higher pedestrian noise levels and litter dropping, etc.

I would therefore like to know what considerations have been given to the growth in traffic and the likely effects that this will have on local residents. For example, has any thought been given to creating other access/exit points to the school, possibly creating alternative drop off/pick up areas? I can suggest one such alternative further down Wyken Croft which would be ideal.

I would welcome the opportunity to discuss this further with you to help alleviate some of the very real problems I can foresee being experienced by the local residents of Wyken Croft.

Regards

Local Authority Email Reply 1**From:** Simpson, Ashley**Sent:** 08 February 2013 10:09**To:****Cc:** IPPConsultation**Subject:** RE: Proposed Primary School Expansions - Objection

Dear

Thank you for your e-mail of 23rd January 2013 outlining your objection to the proposed expansion of Wyken Croft Primary School. This together with all other objections received, will now be considered by Cabinet Advisory Panel (School Organisation) at 4pm on 27th February 2013 in the Council House and the City Council's Cabinet on 5th March 2013. Both are public meetings.

In the meantime if I could provide some context and respond specifically to the issues you raise in your email about the City Council's proposal to increase the admission number of Wyken Croft School from 90 to 120 pupils with effect from September 2014:

1) The City Council has secured the rebuild of Wyken Croft under the Government's Priority Schools Building Programme. The scheme is being procured and delivered by the Education Funding Agency (EFA), not the City Council, although the new building will be handed back to the Council once completed.

- 2) The need to rebuild the school at a larger size is in response to an increasing birth rate, net inward migration and potential new housing developments within the catchment area (e.g. former Lyng Hall playing fields). The Council has a legal responsibility to provide sufficient places for all children within its area.
- 3) The scheme is being delivered alongside 5 other school replacements - Wates Construction Limited have recently been appointed by the EFA as main contractor for all the schemes. To date EFA have undertaken initial feasibility studies to establish that the new school can be delivered within the funding available.
- 4) The project will need to follow the statutory processes and a planning application to rebuild Wyken Croft School will be required. As part of this procedure, a planning public notice will be published followed by a statutory planning consultation period. You will have an opportunity to review planned proposals at that time and make any observations you have, including for example alternative access arrangements. City Planners will be mindful of surrounding residential properties and the local community and will try and keep the impact to a minimum. The current timetable for this project as we understand from the EFA is that a planning application may be submitted around April / May 2013, however this is not guaranteed.
- 5) Consultation with the school and parents/carers over the principle of expansion took place in October 2012. Major concerns over increase in traffic and general concerns about the local infrastructure, parking and perceived need for crossing patrols on very busy roads were raised with the Council. These concerns were reported to Cabinet on 11th December 2012 and I also know that ward councillors are well aware of the traffic issues at Wyken Croft. Clearly the EFA, contractor and Council will need to work together with local stakeholders to identify an appropriate way forward.

Regards

Ashley

Ashley Simpson

Capital Programme and Strategic Planning Manager
Children, Learning and Young People's Directorate

Email Objection 2

From:

Sent: 01 February 2013 12:45

To: IPPConsultation

Subject: Expansion of Wyken Croft School

To whom it may concern,

I wish to object to these proposals on safety grounds.

The Wyken Croft/Ansty Road junction is already a notorious accident black spot, which has got worse since the introduction of the "red route".

The additional danger due to traffic congestion caused by the arrival and departure of an extra 210 pupils to the site, and the problems that will cause local residents has not been considered adequately. Residents living near the Wyken Croft and Ansty Road entrances, already have great difficulty accessing and leaving their homes around the "School run" times.

Parents of pupils often leave their cars blocking residents driveways and the garage access routes to the homes, and leave their cars on grass verges and even on the grassed central reservations of Ansty Road.

Pedestrians, including young children often have to take evasive action from cars driving off the road onto driveways or along pavements.

The additional cars caused by the expansion of an extra 210 pupils will greatly exacerbate the current safety problems and cause damage to verges (this also seems to be at odds with the councils "Think B 4 U Park" initiative).

Local Authority Email Reply 2

From: Simpson, Ashley

Sent: 08 February 2013 10:17

To:

Cc: IPPConsultation

Subject: RE: Expansion of Wyken Croft School

Dear

Thank you for your e-mail of 1st February 2013 outlining your objection to the proposed expansion of Wyken Croft Primary School. This together with all other objections received, will now be considered by Cabinet Advisory Panel (School Organisation) at 4pm on 27th February 2013 in the Council House and the City Council's Cabinet on 5th March 2013. Both are public meetings.

In the meantime if I could provide some context and respond specifically to the issues you raise in your email about the City Council's proposal to increase the admission number of Wyken Croft School from 90 to 120 pupils with effect from September 2014:

- 1) The City Council has secured the rebuild of Wyken Croft under the Government's Priority Schools Building Programme. The scheme is being procured and delivered by the Education Funding Agency (EFA), not the City Council, although the new building will be handed back to the Council once completed.
- 2) The need to rebuild the school at a larger size is in response to an increasing birth rate, net inward migration and potential new housing developments within the catchment area (e.g. former Lyng Hall playing fields). The Council has a legal responsibility to provide sufficient places for all children within its area.
- 3) The scheme is being delivered alongside 5 other school replacements - Wates Construction Limited have recently been appointed by the EFA as main contractor for all the schemes. To date EFA have undertaken initial feasibility studies to establish that the new school can be delivered within the funding available.
- 4) The project will need to follow the statutory processes and a planning application to rebuild Wyken Croft School will be required. As part of this procedure, a planning public notice will be published followed by a statutory planning consultation period. You will have an opportunity to review planned proposals at that time and make any observations you have, including for example alternative access arrangements. City Planners will be mindful of surrounding residential properties and the local community and will try and keep the impact to a minimum. The current timetable for this project as we understand from the EFA is that a planning application may be submitted around April / May 2013, however this is not guaranteed.
- 5) Consultation with the school and parents/carers over the principle of expansion took place in October 2012. Health and safety concerns over increase in traffic and general concerns about the local infrastructure, parking and perceived need for crossing patrols on very busy roads were raised with the Council. These concerns were reported to Cabinet on 11th December 2012 and I also know that ward councillors are well aware of the traffic issues at Wyken Croft. Clearly the EFA, contractor and Council will need to work together with local stakeholders to identify an appropriate way forward.

Regards

Ashley

Ashley Simpson

Capital Programme and Strategic Planning Manager

Children, Learning and Young People's Directorate

Email Objection 3

From:

Sent: 05 February 2013 17:09

To: IPPConsultation

Subject: Wyken Croft School proposals

Dear Mr Simpson,

Reference Wyken Croft School Proposal to Permanently Expand to 4 Forms of Entry from 1st September 2014

In theory we have no concerns about the expansion of Wyken Croft School buildings and pupil numbers (dependent upon exactly where the new classrooms are to be built in relation to the present buildings.)

However we do have major concerns about the inevitable increase in 'school run' traffic to and from the school, especially on Ansty Rd. Our home is one of the 8 or so blocks of semi-detached properties that are between the secondary entrance to the school and Norton Hill Drive. We therefore have our own driveways and no parking bays.

As you are aware Ansty Rd is a red route and since this was instigated, along with the positioning of wooden posts on the edge of the grass verges at the roadside, the problems of parents cars parking and double parking on the grass verges has now reduced.

However this has led to other more dangerous practices by some parents when 'dropping off' their children. I have seen irresponsible parents parking on the grassed central reservation in the past and a few still park on our private driveways outside our property, between our garden wall and road side curb; thus preventing our own access to and from our property

I must point out again, that there are approx. 8-10 houses that own the land from our garden wall to approx. half the width of the grass verge, these are detailed on all of our house deeds.

Some parents still drive onto these private driveways and then as they cannot reverse out onto the Ansty Rd, due to the volume of traffic, they drive forward and turn onto and drive along the footpath, to the next driveway so they can turn and face the road ready to drive onto the Ansty Rd when able.

All of this is happening while local parents are walking their children to school up the path from Norton Hill Drive. I have witnessed two near misses where the car driver was oblivious to the pedestrians, nearly knocking them over.

I have also experienced ignorant and very rude drivers actually driving onto my actual property (passed my garden wall) into my drive/garden in order to turn round!

If all of this is happening now on a daily basis – twice a day –with an extra 30 pupils per year over the next 6 years, (210 extra pupils) that easily equates to at least another 105 cars making the twice daily 'school run'

The situation of them driving along the pathway can be prevented by the positioning of more of the wooden posts on the line of the grass verge where it meets the path, but this would need to be done along the whole of the path from the secondary school entrance on Ansty Rd down to Norton Hill Drive. This would make the pathway too narrow for cars to drive down.

We also feel that it is imperative for the school to take ownership of this problem and to solve it by making provision for a parent car park +/- a one-way drop off point, inside the school grounds, as part of this building expansion– they have the land to be able to do this.

There is access off Wyken Croft, past the last house on the right traveling down the Croft away from Ansty Rd and before you get to or opposite Tiverton Rd (this is where the sport pavilion used to be) It would be an ideal time for these dangerous situations to be stopped before someone is seriously hurt.

Yours sincerely

Email Reply 3

From: Simpson, Ashley

Sent: 08 February 2013 10:38

To:

Cc: IPPConsultation

Subject: RE: Wyken Croft School proposals

Dear

Thank you for your e-mail of 5th February 2013 outlining your objection to the proposed expansion of Wyken Croft Primary School. This together with all other objections received, will now be considered by Cabinet Advisory Panel (School Organisation) at 4pm on 27th February 2013 in the Council House and the City Council's Cabinet on 5th March 2013. Both are public meetings.

If I could provide some context and respond specifically to the issues you raise in your email about the City Council's proposal to increase the admission number of Wyken Croft School from 90 to 120 pupils with effect from September 2014:

- 1) The City Council has secured the rebuild of Wyken Croft under the Government's Priority Schools Building Programme. The scheme is being procured and delivered by the Education Funding Agency (EFA), not the City Council, although the new building will be handed back to the Council once completed.
- 2) The need to rebuild the school at a larger size is in response to an increasing birth rate, net inward migration and potential new housing developments within the catchment area (e.g. former Lyng Hall playing fields). The Council has a legal responsibility to provide sufficient places for all children within its area.
- 3) The scheme is being delivered alongside 5 other school replacements - Wates Construction Limited have recently been appointed by the EFA as main contractor for all the schemes. To date EFA have undertaken initial feasibility studies to establish that the new school can be delivered within the funding available.
- 4) The project will need to follow the statutory processes and a planning application to rebuild Wyken Croft School will be required. As part of this procedure, a planning public notice will be published followed by a statutory planning consultation period. You will have an opportunity to review planned proposals at that time and make any observations you have, including for example alternative access arrangements. City Planners will be mindful of surrounding residential properties and the local community and will try and keep the impact to a minimum. The current timetable for this project as we understand from the EFA is that a planning application may be submitted around April / May 2013, however this is not guaranteed.
- 5) Consultation with the school and parents/carers over the principle of expansion took place in October 2012. Health and safety concerns over increase in traffic and general concerns about the local infrastructure, parking and perceived need for crossing patrols on very busy roads were raised with the Council. These concerns were reported to Cabinet on 11th December 2012 and I also know that ward councillors are well aware of the traffic issues at Wyken Croft. Clearly the EFA, contractor and Council will need to work together with local stakeholders to identify an appropriate way forward. In the meantime I will also forward your concerns directly onto the school.

Regards

Ashley

Ashley Simpson

Capital Programme and Strategic Planning Manager

Children, Learning and Young People's Directorate

department for
children, schools and families

Extract of

Decision Makers' Guidance for:

Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form

For further information:

School Organisation & Competitions Unit
DCSF
Mowden Hall
Darlington
DL3 9BG

Tel: 01325 391274

Email: school.organisation@dcf.gsi.gov.uk

Website: www.dcf.gov.uk/schoolorg/guidance.cfm?id=5

Last updated 25 January 2010

EXPANDING A MAINTAINED MAINSTREAM SCHOOL BY ENLARGING OR ADDING A SIXTH FORM - A GUIDE FOR LOCAL AUTHORITIES AND GOVERNING BODIES

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This guidance is extracted, for ease of reference by decision makers, from the full version of the “Expanding a Maintained Mainstream School by Enlarging or Adding a Sixth Form” guide - www.dcsf.gov.uk/schoolorg/guidance.cfm?id=5. The statutory guidance sections are indicated by shading, the word **must** in bold refers to a requirement in legislation, whilst the word **should** in bold is a recommendation.

Stage 4

Decision Makers’ Guidance on Expanding a Maintained Mainstream School by Enlarging or Adding a Sixth Form (Paragraphs 4.1-4.80)

Who Will Decide the Proposals? (Paragraphs 4.1-4.4)

4.1 Decisions on school organisation proposals are taken by the LA or by the schools adjudicator. In this chapter both are covered by the form of words “Decision Maker” which applies equally to both.

4.2 Section 21 of the EIA 2006 provides for regulations to set out who **must** decide proposals for any prescribed alterations (i.e. including expansions). The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (SI:2007 No. 1289) (as amended) make detailed provision for the consideration of prescribed alteration proposals (see in particular Schedules 3 and 5). Decisions on expansions will be taken by the LA with some rights of appeal to the schools adjudicator. Only if the prescribed alteration proposals are “related” to other proposals that fall to be decided by the schools adjudicator, will the LA not be the decision maker in the first instance.

4.3 If the LA fail to decide proposals within 2 months of the end of the representation period the LA **must** forward proposals, and any received representations (i.e. not withdrawn in writing), to the schools adjudicator for decision. They **must** forward the proposals within one week from the end of the 2 month period.

4.4 The Department does not prescribe the process by which an LA carries out their decision-making function (e.g. full Cabinet or delegation to Cabinet member or officials). This is a matter for the LA to determine but the requirement to have regard to statutory guidance (see paragraph 4.15 below) applies equally to the body or individual that takes the decision.

Who Can Appeal Against an LA Decision? (Paragraphs 4.5-4.6)

4.5 The following bodies may appeal against an LA decision on school expansion proposals:

- the local Church of England diocese;
- the bishop of the local Roman Catholic diocese;
- the LSC where the school provides education for pupils aged 14 and over;
- the governing body of a community school that is proposed for expansion; and
- the governors and trustees of a foundation (including Trust) or voluntary school that is proposed for expansion.

4.6 Any appeals **must** be submitted to the LA within 4 weeks of the notification of the LA’s decision. On receipt of an appeal the LA **must** then send the proposals, and the representations

received (together with any comments made on these representations by the proposers), to the schools adjudicator within 1 week of the receipt of the appeal. The LA **should** also send a copy of the minutes of the LA's meeting or other record of the decision and any relevant papers. Where the proposals are "related" to other proposals, all the "related" proposals **must** also be sent to the schools adjudicator.

Checks on Receipt of Statutory Proposals (Paragraph 4.7)

4.7 There are 4 key issues which the Decision Maker **should** consider before judging the respective factors and merits of the statutory proposals:

- Is any information missing? If so, the Decision Maker **should** write immediately to the proposer specifying a date by which the information **should** be provided;
- Does the published notice comply with statutory requirements? (see paragraph 4.8 below);
- Has the statutory consultation been carried out prior to the publication of the notice? (see paragraph 4.9 below);
- Are the proposals "related" to other published proposals? (see paragraphs 4.10 to 4.14 below).

Does the Published Notice Comply with Statutory Requirements? (Paragraph 4.8)

4.8 The Decision Maker **should** consider whether the notice is valid as soon as a copy is received. Where a published notice does not comply with statutory requirements - as set out in The School Organisation (Prescribed Alterations)(England) Regulations 2007 (SI:2007 - 1289) (as amended) - it may be judged invalid and the Decision Maker **should** consider whether they can decide the proposals.

Has the Statutory Consultation Been Carried Out Prior to the Publication of the Notice? (Paragraph 4.9)

4.9 Details of the consultation **must** be included in the proposals. The Decision Maker **should** be satisfied that the consultation meets statutory requirements (see Stage 1 paragraphs [1.2–1.5](#)). If some parties submit objections on the basis that consultation was not adequate, the Decision Maker may wish to take legal advice on the points raised. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and needs to consider whether they can decide the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.

Are the Proposals Related to Other Published Proposals? (Paragraphs 4.10-4.14)

4.10 Paragraph 35 of Schedule 3, and Paragraph 35 of Schedule 5, to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) provides that any proposals that are "related" to particular proposals (e.g. for a new school; school closure; prescribed alterations to existing schools i.e. change of age range, acquisition of a Trust, addition of boarding, etc; or proposals by the LSC to deal with inadequate 16-19 provision) **must** be considered together. This does not include proposals that fall outside of School Organisation Prescribed Alteration or Establishment and Discontinuance regulations e.g. removal of a Trust, opening of an Academy, federation proposals. Paragraphs 4.11-4.14 provide statutory guidance on whether proposals **should** be regarded as "related".

4.11 Generally, proposals **should** be regarded as “related” if they are included on the same notice (unless the notice makes it clear that the proposals are not “related”). Proposals **should** be regarded as “related” if the notice makes a reference to a link to other proposals (published under School Organisation and Trust regulations). If the statutory notices do not confirm a link, but it is clear that a decision on one of the proposals would be likely to directly affect the outcome or consideration of the other, the proposals **should** be regarded as “related”.

4.12 Where proposals are “related”, the decisions **should** be compatible e.g. if one set of proposals is for the removal of provision, and another is for the establishment or enlargement of provision for displaced pupils, both **should** be approved or rejected.

4.13 Where proposals for an expansion of a school are “related” to proposals published by the local LSC¹ which are to be decided by the Secretary of State, the Decision Maker **must** defer taking a decision until the Secretary of State has taken a decision on the LSC proposals. This applies where the proposals before the Decision Maker concern:

- the school that is the subject of the LSC proposals;
- any other secondary school, maintained by the same LA that maintains a school that is the subject of the LSC proposals; or
- any other secondary school in the same LA area as any FE college which is the subject of the LSC proposals.

4.14 The proposals will be regarded as “related” if their implementation would prevent or undermine effective implementation of the LSC proposals.

Statutory Guidance – Factors to be Considered by Decision Makers (Paragraphs 4.15-4.16)

4.15 Regulation 8 of The Regulations provides that both the LA and schools adjudicator **must** have regard to guidance issued by the Secretary of State when they take a decision on proposals. Paragraphs 4.17 to 4.73 below contain the statutory guidance.

4.16 The following factors **should not** be taken to be exhaustive. Their importance will vary, depending on the type and circumstances of the proposals. All proposals **should** be considered on their individual merits.

EFFECT ON STANDARDS AND SCHOOL IMPROVEMENT

A System Shaped by Parents (Paragraphs 4.17-4.18)

4.17 The Government's aim, as set out in the Five Year Strategy for Education and Learners and the Schools White Paper Higher Standards, Better Schools For All, is to create a schools system shaped by parents which delivers excellence and equity. In particular, the Government wishes to see a dynamic system in which:

- weak schools that need to be closed are closed quickly and replaced by new ones where necessary; and
- the best schools are able to expand and spread their ethos and success.

¹ References throughout this document to the LSC only apply up to April 2010. The Apprenticeships, Skills, Children and Learning Act (ASCL) Act 2009 will transfer the responsibilities of the LSC in respect of 16-19 education and training to LAs, supported by the Young People's Learning Agency. This guidance will be revised by April 2010 to take account of these changes.

4.18 The EIA 2006 amends the Education Act 1996 to place duties on LAs to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools in their areas. In addition, LAs are under a specific duty to respond to representations from parents about the provision of schools, including requests to establish new schools or make changes to existing schools. The Government's aim is to secure a more diverse and dynamic schools system which is shaped by parents. The Decision Maker **should** take into account the extent to which the proposals are consistent with the new duties on LAs.

Standards (Paragraphs 4.19-4.20)

4.19 The Government wishes to encourage changes to local school provision which will boost standards and opportunities for young people, whilst matching school place supply as closely as possible to pupils' and parents' needs and wishes.

4.20 Decision Makers **should** be satisfied that proposals for a school expansion will contribute to raising local standards of provision, and will lead to improved attainment for children and young people. They **should** pay particular attention to the effects on groups that tend to under-perform including children from certain ethnic groups, children from deprived backgrounds and children in care, with the aim of narrowing attainment gaps.

Diversity (Paragraphs 4.21-4.23)

4.21 Decision Makers **should** be satisfied that when proposals lead to children (who attend provision recognised by the LA as being reserved for pupils with special educational needs) being displaced, any alternative provision will meet the statutory SEN improvement test (see paragraphs 4.69-4.72).

4.22 The Government's aim is to transform our school system so that every child receives an excellent education – whatever their background and wherever they live. A vital part of the Government's vision is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and acts as a centre of excellence or specialist provision.

4.23 Decision Makers **should** consider how proposals will contribute to local diversity. They **should** consider the range of schools in the relevant area of the LA and whether the expansion of the school will meet the aspirations of parents, help raise local standards and narrow attainment gaps.

Every Child Matters (Paragraph 4.24)

4.24 The Decision Maker **should** consider how proposals will help every child and young person achieve their potential in accordance with “Every Child Matters” principles which are: to be healthy; stay safe; enjoy and achieve; make a positive contribution to the community and society; and achieve economic well-being. This **should** include considering how the school will provide a wide range of extended services, opportunities for personal development, access to academic and applied learning training, measures to address barriers to participation and support for children and young people with particular needs, e.g. looked after children or children with special educational needs (SEN) and disabilities.

SCHOOL CHARACTERISTICS

Boarding Provision (Paragraphs 4.25-4.26)

4.25 In making a decision on proposals that include the expansion of boarding provision, the Decision Maker **should** consider whether or not there would be a detrimental effect on the sustainability of boarding at another state maintained boarding school within one hour’s travelling distance of the proposed school.

4.26 In making a decision on proposals for expansion of boarding places the Decision Maker **should** consider:-

- a. the extent to which boarding places are over subscribed at the school and any state maintained boarding school within an hour's travelling distance of the school at which the expansion is proposed;
- b. the extent to which the accommodation at the school can provide additional boarding places;
- c. any recommendations made in the previous CSCI/Ofsted reports which would suggest that existing boarding provision in the school failed significantly to meet the National Minimum Standards for Boarding Schools;
- d. the extent to which the school has made appropriate provision to admit other categories of pupils other than those for which it currently caters (e.g. taking pupils of the opposite sex or sixth formers) if they form part of the expansion;
- e. any impact of the expansion on the continuity of education of boarders currently in the school;
- f. the extent to which the expansion of boarding places will help placements of pupils with an identified boarding need; and
- g. the impact of the expansion on a state maintained boarding school within one hour's travelling distance from the school which may be undersubscribed.

Equal Opportunity Issues (Paragraphs 4.27)

4.27 The Decision Maker **should** consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example, that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there needs to be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

NEED FOR PLACES

Creating Additional Places (Paragraphs 4.28-4.30)

4.28 The Decision Maker **should** consider whether there is a need for the expansion and **should** consider the evidence presented for the expansion such as planned housing development or demand for provision. The Decision Maker **should** take into account not only the existence of spare capacity in neighbouring schools, but also the quality and popularity with parents of the schools in which spare capacity exists and evidence of parents' aspirations for places in the school proposed for expansion. The existence of surplus capacity in neighbouring less popular or successful schools **should not** in itself prevent the addition of new places.

4.29 Where the school has a religious character, or follows a particular philosophy, the Decision Maker **should** be satisfied that there is satisfactory evidence of sufficient demand for places for the expanded school to be sustainable.

4.30 Where proposals will add to surplus capacity but there is a strong case for approval on parental preference and standards grounds, the presumption **should** be for approval. The LA in these cases will need to consider parallel action to remove the surplus capacity thereby created.

Expansion of Successful and Popular Schools (Paragraph 4.31-4.34)

4.31 The Government is committed to ensuring that every parent can choose an excellent school for their child. We have made clear that the wishes of parents **should** be taken into account in planning and managing school estates. Places **should** be allocated where parents want them, and as such, it **should** be easier for successful and popular primary and secondary schools to grow to meet parental demand. For the purposes of this guidance, the Secretary of State is not proposing any single definition of a successful and popular school. It is for the Decision Maker to decide whether a school is successful and popular, however, the following indicators **should** all be taken into account:

- a. the school's performance;
 - i. in terms of absolute results in key stage assessments and public examinations;
 - ii. by comparison with other schools in similar circumstances (both in the same LA and other LAs);
 - iii. in terms of value added;
 - iv. in terms of improvement over time in key stage results and public examinations.
- b. the numbers of applications for places;
 - i. the Decision Maker should also take account of any other relevant evidence put forward by schools.

4.32 The strong presumption is that proposals to expand successful and popular schools **should** be approved. In line with the Government's long standing policy that there **should** be no increase in selection by academic ability, this presumption does not apply to grammar schools or to proposals for the expansion of selective places at partially selective schools.

4.33 The existence of surplus capacity in neighbouring less popular schools **should not** in itself be sufficient to prevent this expansion, but if appropriate, in the light of local concerns, the Decision Maker **should** ask the LA how they plan to tackle any consequences for other schools. The Decision Maker **should** only turn down proposals for successful and popular schools to expand if there is compelling objective evidence that expansion would have a damaging effect on standards overall in an area, which cannot be avoided by LA action.

4.34 Before approving proposals the Decision Maker **should** confirm that the admission arrangements of schools proposed for expansion fully meet the provisions of the School Admissions Code. Although the Decision Maker may not modify proposed admission arrangements, the proposer **should** be informed that proposals with unsatisfactory admission arrangements are unlikely to be approved, and given the opportunity to revise them in line with the Code of Practice. Where the LA, rather than the governing body, is the admissions authority, we will expect the authority to take action to bring the admission arrangements in to line with the School Admissions Code.

Travel and Accessibility for All (Paragraphs 4.35-4.36)

4.35 In considering proposals for the reorganisation of schools, Decision Makers **should** satisfy themselves that accessibility planning has been properly taken into account. Facilities are to be accessible by those concerned, by being located close to those who will use them, and the proposed changes **should not** adversely impact on disadvantaged groups.

4.36 In deciding statutory proposals, the Decision Maker **should** bear in mind that proposals **should not** have the effect of unreasonably extending journey times or increasing transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable routes e.g. for walking, cycling etc. The EIA 2006 provides extended free transport rights for low income groups – see Home to School Travel and Transport Guidance ref 00373 – 2007BKT-EN at www.teachernet.gov.uk/publications. Proposals **should** also be considered on the basis of how they will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.

16-19 Provision (Paragraphs 4.37-4.39)

4.37 The pattern of 16-19 provision differs across the country. Many different configurations of school and college provision deliver effective 14-19 education and training. An effective 14-19 organisation has a number of key features:

- standards and quality: the provision available **should** be of a high standard – as demonstrated by high levels of achievement and good completion rates;
- progression: there **should** be good progression routes for all learners in the area, so that every young person has a choice of the full range of options within the 14-19 entitlement, with institutions collaborating as necessary to make this offer. All routes **should** make provision for the pastoral, management and learning needs of the 14-19 age group;
- participation: there are high levels of participation in the local area; and,

- learner satisfaction: young people consider that there is provision for their varied needs, aspirations and aptitudes in a range of settings across the area.

4.38 Where standards and participation rates are variable, or where there is little choice, meaning that opportunity at 16 relies on where a young person went to school, the case for reorganisation, or allowing high quality providers to expand, is strong.

4.39 Where standards and participation rates are consistently high, collaboration is strong and learners express satisfaction that they have sufficient choice, the case for a different pattern of provision is less strong. The Decision Maker therefore will need to take account of the pattern of 16-19 provision in the area and the implications of approving new provision.

Addition of post-16 provision by “high performing” schools (Paragraphs 4.40-4.51)

4.40 The Government remains committed to the principle that high performing 11-16 schools **should** be allowed to add post-16 provision where there is parental and student demand, in order to extend quality and choice. But the context in which this principle will operate is changing. From April 2010, the Apprenticeships, Skills, Children and Learning Act 2009 will transfer the responsibility for 16-19 planning and funding from the LSC to LAs. LAs will be responsible for maintaining an effective and coherent system of 14-19 organisation which delivers the new entitlement – to a new curriculum and new qualifications, including all 17 Diploma lines from 2013 and an Apprenticeship place for those who meet the entry criteria - to all young people in their area. Collaboration will be a key feature of 14-19 provision.

4.41 So, while there is still a strong presumption of approval for proposals from high performing schools, that decision **should** now be informed by additional factors: the need for local collaboration; the viability of existing post-16 providers in the local area; and the improvement of standards at the school that is proposing to add post-16 provision. Only in exceptional circumstances* would these factors lead Decision Makers not to approve a proposal. If the Decision Maker were minded not to approve a proposal, he **should** first consider whether modification of the proposal would enable the proposer to comply with these conditions (see paragraph 4.49).

** Exceptional circumstances in which the Decision Maker might reject the proposal to add a sixth form to a presumption school would include if there is specific evidence that a new sixth form was of a scale that it would directly affect the viability of another neighbouring, high quality institution that itself was not large in comparison to other institutions of that type. Exceptional circumstances might also include a situation where there are a number of presumption schools in the same area at the same time and/or where there is clear evidence that the scale of the aggregate number of additional 16-18 places far exceeds local need and affordability and is therefore clearly poor value for money.*

4.42 There **should** be a strong presumption in favour of the approval of proposals for a new post-16 provision where:

- a. the school is a high performing specialist school that has opted for an applied learning specialism; or
- b. the school, whether specialist or not, meets the DCSF criteria for ‘high performing’ and does not require capital support.

4.43 The school **should** ensure that, in forwarding its proposals to the Decision Maker, it provides evidence that it meets one of the criteria at paragraph 4.42 above.

4.44 Where a new sixth form is proposed by a specialist school that has met the 'high performing' criteria and which has opted for an applied learning specialism, capital funding may be available from the 16-19 Capital Fund.

4.45 This presumption will apply to proposals submitted to the Decision Maker within:

- a. two years from the date a school commences operation with applied learning specialist school status; or
- b. two years from the date a school is informed of its Ofsted Section 5 inspection results which would satisfy DCSF criteria for 'high performing' status as set out at <http://www.standards.dcsf.gov.uk/specialistschools/guidance2007/?version=1>

NOTE: 'submitted to the Decision Maker' above refers to when proposals and representations are with the Decision Maker, following the end of the representation period.

4.46 The increase in the period in which a school is eligible to expand its post-16 provision recognises the time required to embed the new presumption places within a local 14-19 delivery plan and for effective collaboration to take place.

4.47 New post-16 provision in schools **should**, as appropriate, operate in partnership with other local providers to ensure that young people have access to a wide range of learning opportunities. In assessing proposals from 'high performing' schools to add post-16 provision, Decision Makers **should** look for:

- a. evidence of local collaboration in drawing up the presumption proposal; and
- b. a statement of how the new places will fit within the 14-19 organisation in an area; and
- c. evidence that the exercise of the presumption is intended to lead to higher standards and better progression routes at the 'presumption' school.

4.48 If a school has acted in a collaborative way and has actively attempted to engage other partners in the local area, but it is clear that other institutions have declined to participate, that fact **should not** be a reason for declining to approve a proposal. The onus is on other providers to work with a school which qualifies for the presumption of approval for new post-16 provision.

4.49 The Decision Maker **should** only turn down proposals to add post-16 provision from schools eligible for the sixth form presumption if there is compelling and objective evidence that the expansion would undermine the viability of an existing high quality post-16 provider or providers. The fact that an existing school or college with large numbers of post-16 students might recruit a smaller number of students aged 16-19 is not, of itself, sufficient to meet this condition, where the "presumption" school can show that there is reasonable demand from students to attend the school after age 16.

4.50 The existence of surplus capacity in neighbouring schools or colleges that are not high performing **should not** be a reason to reject a post-16 presumption proposal. It is the responsibility of the LA to consider decommissioning poor quality provision as well as commissioning high quality provision. The LA should therefore plan to tackle any consequences of expansion proposals for other schools.

4.51 Before approving proposals the Decision Maker **should** confirm that the admission arrangements of schools proposed for expansion fully meet the provisions of the mandatory Schools Admissions Code. Although the Decision Maker may not modify proposed admission arrangements, the proposer **should** be informed that proposals with unsatisfactory admission

arrangements are unlikely to be approved, and given the opportunity to revise them in line with the Code. Where the LA, rather than the governing body, is the admissions authority, we will expect the authority to take action to bring the admission arrangements into line with the School Admissions Code.

Conflicting Sixth Form Reorganisation Proposals (Paragraph 4.52)

4.52 Where the implementation of reorganisation proposals by the LSC² conflict with other published proposals put to the Decision Maker for decision, the Decision Maker is prevented (by the School Organisation Proposals by the LSC for England Regulations 2003) from making a decision on the “related” proposals until the Secretary of State has decided the LSC proposals (see paragraphs 4.13 to 4.14 above).

16-19 Provision ‘Competitions’ (Paragraphs 4.53-4.56)

4.53 Non-statutory competitions for new 16-19 provision were introduced from January 2006. They are administered by the regional arm of the LSC, in line with the LSC’s current role as commissioner of 16-19 provision. The Government intends to transfer the responsibility for 16-19 provision from the LSC to LAs from 2010.³

4.54 The current arrangements for the establishment of new institutions by competition involves a two-stage approval process:

- a. the competition selection process;
- b. approval of the outcome by existing processes (e.g. Decision Maker approval of school/LA proposals and Secretary of State approval of college/LSC proposals, as required by law).

4.55 Competitors will be eligible to apply to the 16-19 Capital Fund. Where a competition is ‘won’ by a school, they **must** then publish statutory proposals and these **must** be considered by the Decision Maker on their merits.

4.56 Where proposals to establish sixth forms are received, and the local LSC is running a 16-19 competition, the Decision Maker **must** take account of the competition when considering the proposals.

FUNDING AND LAND

Capital (Paragraphs 4.57-4.59)

4.57 The Decision Maker **should** be satisfied that any land, premises or capital required to implement the proposals will be available. Normally, this will be some form of written confirmation from the source of funding on which the promoters rely (e.g. the LA, DCSF, or LSC). In the case of an LA, this **should** be from an authorised person within the LA, and provide detailed information on the funding, provision of land and premises etc.

² References throughout this document to the LSC only apply up to April 2010. The ASCL Act 2009 will transfer the responsibilities of the LSC in respect of 16-19 education and training to LAs, supported by the Young People’s Learning Agency. This guidance will be revised by April 2010 to take account of these changes.

³ The ASCL Act will remove the LSC and also the power of LAs to establish sixth form schools, whether by a competition or otherwise. Section 126 of the Act amends section 16 of the Education Act 1996 and sections 7,10 and 11 of EIA 2006.

4.58 Where proposers are relying on DCSF as a source of capital funding, there can be no assumption that the approval of proposals will trigger the release of capital funds from the Department, unless the Department has previously confirmed in writing that such resources will be available; nor can any allocation 'in principle' be increased. In such circumstances the proposals **should** be rejected, or consideration of them deferred until it is clear that the capital necessary to implement the proposals will be provided.

4.59 Proposals **should not** be approved conditionally upon funding being made available, subject to the following specific exceptions: For proposals being funded under the Private Finance Initiative (PFI) or through the BSF programme, the Decision Maker **should** be satisfied that funding has been agreed 'in principle', but the proposals **should** be approved conditionally on the entering into of the necessary agreements and the release of funding. A conditional approval will protect proposers so that they are not under a statutory duty to implement the proposals until the relevant contracts have been signed and/or funding is finally released.

Capital Receipts (Paragraphs 4.60-4.62)

4.60 Where the implementation of proposals may depend on capital receipts from the disposal of land used for the purposes of a school (i.e. including one proposed for closure in "related" proposals) the Decision Maker **should** confirm whether consent to the disposal of land is required, or an agreement is needed, for disposal of the land. Current requirements are:

a. Community Schools – the Secretary of State's consent is required under paragraph 2 of Schedule 35A to the Education Act 1996 and, in the case of playing field land, under section 77 of the Schools Standards and Framework Act 1998 (SSFA 1998). (Details are given in DCSF Guidance 1017-2004 "The Protection of School Playing Fields and Land for Academies" published in November 2004) -

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DfE-1017-2004&>).

b. Foundation (including Trust) and Voluntary Schools:

- i. playing field land – the governing body, foundation body or trustees will require the Secretary of State's consent, under section 77 of the SSFA 1998, to dispose, or change the use of any playing field land that has been acquired and/or enhanced at public expense.
- ii. non-playing field land or school buildings – the governing body, foundation body or trustees no longer require the Secretary of State's consent to dispose of surplus non-playing field land or school buildings which have been acquired or enhanced in value by public funding. They will be required to notify the LA and seek local agreement of their proposals. Where there is no local agreement, the matter **should** be referred to the Schools Adjudicator to determine. (Details of the new arrangements can be found in the Department's guidance "The Transfer and Disposal of School Land in England: A General Guide for Schools, Local Authorities and the Adjudicator" - <http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DfE-1017-2004&>).

4.61 Where expansion proposals are dependent upon capital receipts of a discontinuing foundation or voluntary school the governing body is required to apply to the Secretary of State to exercise his various powers in respect of land held by them for the purposes of the school. Normally he would direct that the land be returned to the LA but he could direct that the land be transferred to the governing body of another maintained school (or the temporary governing body of a new school). Where the governing body fails to make such an application to the Secretary of

State, and the school subsequently closes, all land held by them for the purposes of the discontinued school will, on dissolution of the governing body, transfer to the LA unless the Secretary of State has directed otherwise before the date of dissolution.

4.62 Where consent to the disposal of land is required, but has not been obtained, the Decision Maker **should** consider issuing a conditional approval for the statutory proposals so that the proposals gain full approval automatically when consent to the disposal is obtained (see paragraph 4.75).

New Site or Playing Fields (Paragraph 4.63)

4.63 Proposals dependent on the acquisition of an additional site or playing field may not receive full approval but **should** be approved conditionally upon the acquisition of a site or playing field.

Land Tenure Arrangements (Paragraph 4.64)

4.64 For the expansion of voluntary or foundation schools it is desirable that a trust, or the governing body if there is no foundation, holds the freehold interest in any additional site that is required for the expansion. Where the trustees of the voluntary or foundation school hold, or will hold, a leasehold interest in the additional site, the Decision Maker will need to be assured that the arrangements provide sufficient security for the school. In particular the leasehold interest **should** be for a substantial period – normally at least 50 years – and avoid clauses which would allow the leaseholder to evict the school before the termination of the lease. The Decision Maker **should** also be satisfied that a lease does not contain provisions which would obstruct the governing body or the headteacher in the exercise of their functions under the Education Acts, or place indirect pressures upon the funding bodies.

School Playing Fields (Paragraph 4.65)

4.65 The Education (School Premises) Regulations 1999 set out the standards for school premises, including minimum areas of team game playing fields to which schools **should** have access. The Decision Maker will need to be satisfied that either:

- a. the premises will meet minimum requirements of The Education (School Premises) Regulations 1999; or
- b. if the premises do not meet those requirements, the proposers have secured the Secretary of State's agreement in principle to grant a relaxation.

Where the Secretary of State has given 'in principle' agreement as at paragraph 4.60(b) above, the Decision Maker **should** consider issuing conditional approval so that when the Secretary of State gives his agreement, the proposals will automatically gain full approval.

SPECIAL EDUCATIONAL NEEDS (SEN) PROVISION

Initial Considerations (Paragraphs 4.66-4.67)

4.66 SEN provision, in the context of School Organisation legislation and this guidance, is provision recognised by the LA as specifically reserved for pupils with special educational needs. When reviewing SEN provision, planning or commissioning alternative types of SEN provision or considering proposals for change LAs **should** aim for a flexible range of provision and support that can respond to the special educational needs of individual pupils and parental preferences, rather than necessarily establishing broad categories of provision according to special educational need or disability. There are a number of initial considerations for LAs to take account of in relation to proposals for change. They **should** ensure that local proposals:

- a. take account of parental preferences for particular styles of provision or education settings;
- b. offer a range of provision to respond to the needs of individual children and young people, taking account of collaborative arrangements (including between special and mainstream), extended school and Children's Centre provision; regional centres (of expertise) and regional and sub-regional provision; out of LA day and residential special provision;
- c. are consistent with the LA's Children and Young People's Plan;
- d. take full account of educational considerations, in particular the need to ensure a broad and balanced curriculum, including the National Curriculum, within a learning environment in which children can be healthy and stay safe;
- e. support the LA's strategy for making schools and settings more accessible to disabled children and young people and their scheme for promoting equality of opportunity for disabled people;
- f. provide access to appropriately trained staff and access to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community;
- g. ensure appropriate provision for 14-19 year-olds, taking account of the role of local LSC funded institutions and their admissions policies; and
- h. ensure that appropriate full-time education will be available to all displaced pupils. Their statements of special educational needs will require amendment and all parental rights must be ensured. Other interested partners, such as the Health Authority should be involved.

4.67 Taking account of the considerations, as set out above, will provide assurance to local communities, children and parents that any reorganisation of SEN provision in their area is designed to improve on existing arrangements and enable all children to achieve the five Every Child Matters outcomes.

The Special Educational Needs Improvement Test (Paragraph 4.68)

4.68 When considering any reorganisation of provision that would be recognised by the LA as reserved for pupils with special educational needs, including that which might lead to some children being displaced through closures or alterations, LAs, and all other proposers for new schools or new provision, will need to demonstrate to parents, the local community and Decision Makers how the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for children with special educational

needs. All consultation documents and reorganisation plans that LAs publish and all relevant documentation LAs and other proposers submit to Decision Makers **should** show how the key factors set out in paragraphs 4.69 to 4.72 below have been taken into account by applying the SEN improvement test. Proposals which do not credibly meet these requirements **should not** be approved and Decision Makers **should** take proper account of parental or independent representations which question the LA's own assessment in this regard.

Key Factors (Paragraphs 4.69-4.72)

4.69 When LAs are planning changes to their existing SEN provision, and in order to meet the requirement to demonstrate likely improvements in provision, they **should**:

- a. identify the details of the specific educational benefits that will flow from the proposals in terms of:
 - i. improved access to education and associated services including the curriculum, wider school activities, facilities and equipment, with reference to the LA's Accessibility Strategy;
 - ii. improved access to specialist staff, both education and other professionals, including any external support and/or outreach services;
 - iii. improved access to suitable accommodation; and
 - iv. improved supply of suitable places.
- b. LAs **should** also:
 - i. obtain a written statement that offers the opportunity for all providers of existing and proposed provision to set out their views on the changing pattern of provision seeking agreement where possible;
 - ii. clearly state arrangements for alternative provision. A 'hope' or 'intention' to find places elsewhere is not acceptable. Wherever possible, the host or alternative schools should confirm in writing that they are willing to receive pupils, and have or will have all the facilities necessary to provide an appropriate curriculum;
 - iii. specify the transport arrangements that will support appropriate access to the premises by reference to the LA's transport policy for SEN and disabled children; and
 - iv. specify how the proposals will be funded and the planned staffing arrangements that will be put in place.

4.70 It is to be noted that any pupils displaced as a result of the closure of a BESD school (difficulties with behavioural, emotional and social development) **should not** be placed long-term or permanently in a Pupil Referral Unit (PRU) if a special school place is what they need. PRUs are intended primarily for pupils who have been excluded, although LAs can and do use PRU provision for pupils out of school for other reasons such as illness and teenage pregnancies. There may of course be pupils who have statements identifying that they have BESD who have been placed appropriately in a PRU because they have been excluded; in such cases the statement **must** be amended to name the PRU, but PRUs **should not** be seen as an alternative long-term provision to special schools.

4.71 The requirement to demonstrate improvements and identify the specific educational benefits that flow from proposals for new or altered provision as set out in the key factors are for all those who bring forward proposals for new special schools or for special provision in mainstream schools including governors of foundation schools and foundation special schools. The proposer needs to consider all the factors listed above.

4.72 Decision Makers will need to be satisfied that the evidence with which they are provided shows that LAs and/or other proposers have taken account of the initial considerations and all the key factors in their planning and commissioning in order to meet the requirement to demonstrate that the reorganisation or new provision is likely to result in improvements to SEN provision.

OTHER ISSUES

Views of Interested Parties (Paragraphs 4.73)

4.73 The Decision Maker **should** consider the views of all those affected by the proposals or who have an interest in them including: pupils; families of pupils; staff; other schools and colleges; local residents; diocesan bodies and other providers; LAs; the LSC (where proposals affect 14-19 provision) and the Early Years Development and Childcare Partnership if one exists, or any local partnership or group that exists in place of an EYDCP (where proposals affect early years and/or childcare provision). This includes statutory objections and comments submitted during the representation period. The Decision Maker **should not** simply take account of the numbers of people expressing a particular view when considering representations made on proposals. Instead the Decision Maker **should** give the greatest weight to representations from those stakeholders likely to be most directly affected by the proposals.

Types of Decision (Paragraph 4.74)

4.74 In considering proposals for the expansion of a school, the Decision Maker can decide to:

- reject the proposals;
- approve the proposals;
- approve the proposals with a modification (e.g. the implementation date); or
- approve the proposals subject to them meeting a specific condition (see paragraph 4.75 below).

Conditional Approval (Paragraphs 4.75-4.76)

4.75 The regulations provide for a conditional approval to be given where the Decision Maker is otherwise satisfied that the proposals can be approved, and approval can automatically follow an outstanding event. Conditional approval can only be granted in the limited circumstances specified in the regulations i.e. as follows:

- a. the grant of planning permission under Part 3 of the Town and Country Planning Act 1990;
- b. the acquisition of any site required for the implementation of the proposals;
- c. the acquisition of playing fields required for the implementation of the proposals;

- d. the securing of any necessary access to a site referred to in sub-paragraph (b) or playing fields referred to in sub-paragraph (c);
- e. the private finance credit approval given by the DCSF following the entering into a private finance contract by an LA;
- f. the entering into an agreement for any necessary building project supported by the DCSF in connection with BSF programme;
- g. the agreement to any change to admission arrangements specified in the approval, relating to the school or any other school or schools (this allows the approval of proposals to enlarge the premises of a school to be conditional on the decision of adjudicators to approve any related change in admission numbers);
- h. the making of any scheme relating to any charity connected with the school;
- i. the formation of any federation (within the meaning of section 24(2) of the 2002 Act) of which it is intended that the proposed school should form part, or the fulfilling of any other condition relating to the school forming part of a federation;
- j. the Secretary of State giving approval under regulation 5(4) of the Education (Foundation Body) (England) Regulations 2000 to a proposal that a foundation body must be established and that the school must form part of a group for which a foundation must act;
- k. the Secretary of State making a declaration under regulation 22(3) of the Education (Foundation Body) (England) Regulations 2000 that the school should form part of a group for which a foundation body acts;
- ka. where the proposals are to alter the upper age limit of the school, the decision of the Secretary of State to establish a new FE college under s16 of the Further and Higher Education Act 1992;
- l. where the proposals in question depend upon any of the events specified in paragraphs (a) to (ka) occurring by a specified date in relation to proposals relating to any other school or proposed school, the occurrence of such an event; and
- m. where proposals are related to proposals for the establishment of new schools or discontinuance of schools, and those proposals depend on the occurrence of events specified in regulation 20 of the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007(4) the occurrence of such an event.

4.76 The Decision Maker **must** set a date by which the condition **must** be met, but will be able to modify the date if the proposers confirm (preferably before the date expires), that the condition will be met later than originally thought. The condition-to-be-met-by date **must** be before the proposed implementation date of the proposal (which can also be modified if necessary). Therefore care **should** be taken when setting condition-to-be-met-by dates, particularly if proposals are “related” e.g. if a school is proposed to add a sixth form on 1st September one year, and enlarge on 1st September the following year, and the enlargement requires planning permission, the condition set **must** be met before the addition of a sixth form can be implemented (the earlier proposal). This is because as “related” proposals, they **should** both have the same decision, which in this case, would have been approval conditional upon planning permission being met. The proposer **should** inform the Decision Maker and the Department

(4) S.I. 2007/1288.

(SOCU, DCSF, Mowden Hall, Staindrop Road, Darlington DL3 9BG or by email to school.organisation@dczf.gsi.gov.uk) of the date when a condition is modified or met in order for the Department's records, and those of Edubase to be kept up to date. If a condition is not met by the date specified, the proposals **must** be referred back to the Decision Maker for fresh consideration.

Decisions (Paragraphs 4.77-4.79)

4.77 All decisions **must** give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision.

4.78 A copy of all decisions **must** be forwarded to:

- the LA or governing body who published the proposals;
- the trustees of the school (if any);
- the Secretary of State (via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to school.organisation@dczf.gsi.gov.uk);
- where the school includes provision for 14-16 education or sixth form education, the LSC;
- the local CofE diocese;
- the bishop of the RC diocese;
- each objector except where a petition has been received. Where a petition is received a decision letter **must** be sent to the person who submitted the petition, or where this is unknown, the signatory whose name appears first on the petition; and
- where the school is a special school, the relevant primary care trust, an NHS trust or NHS foundation trust.

4.79 In addition, where proposals are decided by the LA, a copy of the decision **must** be sent to the Office of the Schools Adjudicator, Mowden Hall, Darlington DL3 9BG. Where proposals are decided by the schools adjudicator, a copy of the decision **must** be sent to the LA that it is proposed should maintain the school.

Can proposals be withdrawn? (Paragraph 4.80)

4.80 Proposals can be withdrawn at any point before a decision is taken. Written notice **must** be given to the LA, or governing body, if the proposals were published by the LA. Written notice **must** also be sent to the schools adjudicator (if proposals have been sent to him) and the Secretary of State – i.e. via the School Organisation & Competitions Unit, DCSF, Mowden Hall, Darlington DL3 9BG or by email to school.organisation@dczf.gsi.gov.uk. Written notice **must** also be placed at the main entrance to the school, or all the entrances if there are more than one.

Cabinet Advisory Panel (School Organisation) - Procedure

The Quorum of the Panel will be 40% of those places filled or 5 members whichever is higher; there must be one representative from each of the member categories.

The Chair and Deputy Chair of the Advisory Panel will be elected from the within the membership of the panel each year at the first meeting after the Municipal Elections; the Chair may not be an Elected Member.

The meeting will proceed in the following order:

1. The Chair will welcome attendees to the meeting.
2. The Local Authority will be asked to outline the proposal – time limit for this to be 10 minutes.
3. Panel members ask questions of clarification of the Local Authority on the proposal.
4. Objectors who have previously indicated that they wish to make representations address the panel – time limit for this to be a maximum of 5 minutes or 10 minutes for a group
5. The Local Authority is asked it wishes to respond to any of the comments made in writing or raised at the meeting.
6. Panel members ask further questions of the person making the representation or the Local Authority on their further comments.
7. At the conclusion of the representation stage the objectors will withdraw and the Panel with their supporting offices will debate and deliberate.
8. At a time considered appropriate by the Chair, the Committee will move to take the vote, the objectors will be informed of the decision and supplied with a copy of the subsequent report to Cabinet.

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